



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Records and Imaging Technician
0521
Non-Exempt
Technicians
Records Management Office
Records and Imaging Specialist

Nature of Work:

Performs responsible work in the management and preservation of County records by classifying, indexing, scanning, and storing records in a computerized central records system in accordance with legal or regulatory requirements.

Essential Job Functions (Other essential job functions may be designated by department)

- Prepares land development files for image conversion; creates authenticity sheets for files; scans, performs quality control, makes corrections, and indexes documents into the central records system.
- Serves as customer contact for the public and county staff.
- Responds to requests for information, including Freedom of Information Act (FOIA) requests, from county departments, property owners, contractors, and the public for items such as plans, building permits, site plans, property information, minutes, and boxes/files from off-site records storage; may perform extensive research for some requests.
- Logs and prepares engineering drawings for scanning; performs quality control checks on electronic file to verify document readability before paper documents are destroyed.
- Performs other duties as assigned

Job Preparation Needed:

- Any equivalent combination of a high school diploma and some experience in records management concepts and best practices, and imaging practices and procedures
- Knowledge of database software, Adobe Acrobat, Outlook, and Microsoft Office Suite of products including Excel, Word, and Publisher; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; advanced knowledge in operation of computers, scanners, printers, copy machines, telephones, fax machines and microfilm reader/printers
- Ability to create databases and run reports from established computer programs, troubleshoot to determine cause of hardware or software problems.

Performance

All employees are expected to work effectively and ethically with citizens and with other County employees to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements:

- Credential check
- State and or national criminal/sex offender record check

Introductory Period: 6 months

Post Hire Requirements

Not applicable

Job Location and Conditions

- Duties are performed primarily in an office setting; operates computer keyboard and mouse and other standard office equipment in addition to equipment used in records retention and imaging such as printers, copy machines, scanners, and microfilm reader/printers.
- Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.
- Requires the ability to travel among various work sites.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
General Aptitudes/ Physical Abilities		Frequency	Description	
Mental Ability		C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies	
Communication Ability		C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form. 	
Mathematical ability		F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device	
Spatial ability		O	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms	
Operate office equipment		F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.	
Operate other equipment/tools		F	Necessary equipment and/or tools	
Transport/Reposition Objects		O	Must be able to transport and reposition <50 pounds of materials/equipment from ground to waist	
Ascend/Descend		O	Must be able to work in and move to different height levels	
Sit		F	Must have the ability to sit	
Stand		O	Must have the ability to stand	
Walk		F	Move self from one location to another on both flat and rough terrain	
Run		N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain	
Position self to lower level		O	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself	
Reaching, handling, fingering, and/or feeling		F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands	
Seeing		C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces	
Hearing		C	Must be able to hear and listen to voices and sounds	
Driving		N	Must be able to transfer or convey in a standard, automatic, or multi-gear vehicle including car, van, small truck, medium truck, large truck, truck w/equipment, heavy bus equipment	